

Regional Advisor Two-Way Communication Protocol

Purpose: This *Communication Protocol* is intended to strengthen communication and joint action among state and regional partners. It focuses on the roles of the Regional Advisors (**blue type**) from each Early Learning Regional Coalition that participates in ELAC. The two-way communication roles of DEL and other state agencies as agreed, ELAC and the Regional Coalitions are included to help the partners coordinate their actions to improve results for children and families in diverse communities and situations across our state.

Roles	DEL and Other State Agencies, As Agreed	ELAC and its Executive Committee (EC) and Regional Advisors (RA's)	Early Learning Regional Coalitions
Foster Partnership & Mutual Understanding	<ul style="list-style-type: none"> Keep ELAC and RA's informed of key issues/actions Gather/consider advice from ELAC & RA's to inform decisions in meaningful ways Communicate decisions and rationale 	<ul style="list-style-type: none"> ELAC: Serve as a forum for two-way communication and understanding RA's: Share information, priorities & perspectives two ways RA's: Hold between meeting information sharing and planning calls 	<ul style="list-style-type: none"> Gather and share regional input using methods that include diverse voices Communicate regional priorities, emerging issues innovations and opportunities Share state information with partners Champion early learning
Set Annual ELAC Work Plan & Meeting Agendas	<p>Work Plan</p> <ul style="list-style-type: none"> Jointly set <i>ELAC Work Plan</i> with ELAC per <i>ELAC Charter</i> <p>Meetings and Advice</p> <ul style="list-style-type: none"> Staff meetings, provide information and materials Gather advice, communicate decisions and reasons for decisions 	<p>Work Plan</p> <ul style="list-style-type: none"> RA's: Provide input on <i>ELAC Work Plan</i> (Allow 4 weeks) DEL/ELAC: Jointly set <i>ELAC Work Plan</i> per <i>ELAC Charter</i> <p>Coalition Dialogue Topics</p> <ul style="list-style-type: none"> RA's: Recommend Coalition Dialogue topics/questions to EC-RA Representative (At least 5 days before EC meeting) EC: Confirm "Coalition Dialogue" Topic and questions EC-RA Representative: Forward "Coalition Dialogue" topics to RA's (Allow 3 weeks) <p>ELAC Meeting Agendas</p> <ul style="list-style-type: none"> Request ELAC/RA input on agenda topics when not already full with Work Plan topics. (Allow 3 weeks if possible) 	<ul style="list-style-type: none"> Each Coalition decides its process for gathering & providing input on ELAC Agendas and Coalition Dialogue topics Provide input into the <i>ELAC Work Plan</i>. (Allow 4 weeks) Consider state goals in Coalition annual goals/priorities setting, and share goals/priorities with ELAC to inform <i>ELAC Work Plan</i>.
Gather & Provide Advice	<ul style="list-style-type: none"> Request Coalition input through the RA's (e.g., WELP & legislative priorities) Gather and use input to inform decisions in meaningful ways 	<ul style="list-style-type: none"> RA's: Participate in ELAC meetings, monthly RA calls and quarterly Coalition meetings RA's: Plan and participate in ELAC's "Coalition Dialogues" ELAC: Identify questions where Coalition input is needed ELAC: Consider regional input in advice to DEL 	<ul style="list-style-type: none"> Gather and utilize input from local stakeholders on regional/state priorities and issues. (Allow 6 weeks, whenever possible) Identify/share regional priorities perspectives on key issues (e.g. emerging issues, innovations & opportunities)
Set and Share Priorities	<ul style="list-style-type: none"> Consider regional priorities when setting state priorities 	<ul style="list-style-type: none"> ELAC/RA's: Provide input to state priorities RA's: Communicate regional priorities to ELAC and state priorities to Coalitions 	<ul style="list-style-type: none"> Provide input into State priorities Consider state priorities when setting regional priorities

Advance Joint Action on Shared State & Regional Priorities ♦ Work Together to Improve Results for Children and Families

-- See Next Page for Information Gathering and Sharing Tools --

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Gathering Information Tools to gather information from Coalitions	Sharing Information Tools to share information with ELAC, DEL and other Coalitions
<ol style="list-style-type: none"> 1. <u>Surveys/Templates</u>. Surveys/feedback templates with the context needed to gather useful input. 2. <u>Rapid Response Process</u>. If quick input is needed, DEL sends request to RA's with needed response time. Each Coalition will determine its own methods and ability to respond. 3. <u>Coalition Dialogues</u>. Regular time at ELAC meetings for dialogue with Coalitions about regional perspectives (emerging issues, innovations, opportunities & challenges), generally related to <i>ELAC Work Plan</i>. Dialogue topics will be timely, relevant and focused on informing ELAC recommendations and decisions made by DEL. 	<ol style="list-style-type: none"> 1. <u>Coalition Input</u>. Written summaries of Coalition feedback from surveys with key themes and region-specific input to share with ELAC/State, Coalitions. <i>For initial development, it is recommended that DEL, with assistance from Thrive, summarize the Coalition feedback and give RA's an opportunity to provide comments (within two days). Copies of the initial Coalition feedback will also be sent to the Executive Committee RA Representative.</i> 2. <u>Written Coalition Updates</u>. Regular written updates of Coalition progress and other items Coalitions choose to share, such as emerging issues or new priorities. These will generally be provided with materials for each ELAC meeting. 3. <u>Meeting Minutes</u>. ELAC Meeting Minutes and materials posted on the DEL Website within 5-10 days of the meeting. 4. <u>DEL Communications and Updates</u>. Communication and updates for ELAC and RA's on state plans, opportunities, emerging issues and schedules for key changes and improvements that affect partners are encouraged between meetings. 5. <u>Feedback Loop</u>. DEL provides written updates on any decisions made related to the Work Plan and how input and advice was or was not used at ELAC meetings. 6. <u>Point of Contact</u>. Questions from ELAC/RA's concerning key initiatives or emerging issues at DEL go to ELAC staff, who will forward questions to the person who can best respond.
<p>Coordinate Meeting Times: To allow as much time as possible for RA and Coalition review and comment, it is recommended that ELAC and the Coalitions coordinate meeting times starting in 2015.</p> <ol style="list-style-type: none"> 1. ELAC Meetings should be held on a regular week of the month. 2. Coalitions should plan meetings in the 3rd or 4th week following each ELAC meeting, so that: <ul style="list-style-type: none"> ○ ELAC meeting minutes and requests for comment can be considered. ○ Coalitions can identify emerging issues for DEL and ELAC consideration. 	
<p>Make two-way information sharing clearer and easier</p> <ol style="list-style-type: none"> 1. Ask DEL, and each partner/person requesting to share information, to create a simple written description of what should be shared, with whom, why it is important, and any context and timing that will help people understand and use the information. Prepare written descriptions in a way that is meaningful and useful to Coalition partners who range from parents, child care and early learning providers, to family support and social service providers to public health and K-12 leaders. 2. Be clear about what should be shared with Coalition constituents. Confirm this at the end of each meeting. 	